

Coordinator Resources

WHS: Preventing Musculoskeletal Injury at Work

This pack contains resources for the Altura Learning Coordinator to utilise in order to further embed the learning of the participants completing the course.

Contained in this pack are the following:

- A **learning game** – this game will be an opportunity to have a bit of fun with the participants! It can be used as an ice breaker or to continue to engage participants after having watched the video.
- A **case scenario** is a fictional story of a person that allows learners to extrapolate and apply what they have learned to a practical scenario. You can present the case scenario to a group of staff for discussion or use it as a self-directed exercise. You could ask staff to relate the case scenario to the related policy and procedures at your organisation.
- **Essential Assessment Answers** are contained in this pack to allow you to mark the Essential Assessment with ease.

Other Learning Resources:

Altura Learning has three assessments available to test learner's knowledge or to apply what they have learned to the workplace. You will be able to download these assessments in a PDF version or they may be assessed online depending on how you access Altura Learning.

- **Essential Assessment** – this assessment demonstrates that the learner has understood the information contained in the video.
- **Extension Assessment** – this assessment asks the learner to reflect on the subject discussed in the video. This requires short answers which are marked by the Coordinator.
- **Evidence Assessment** – overall there may be a variety of these assessments offered depending on the subject matter of the course, but they are all designed for the learner to demonstrate that they have the skills to implement the care or service in the workplace.

In addition to these assessments, Altura Learning supports each course with the following resources:

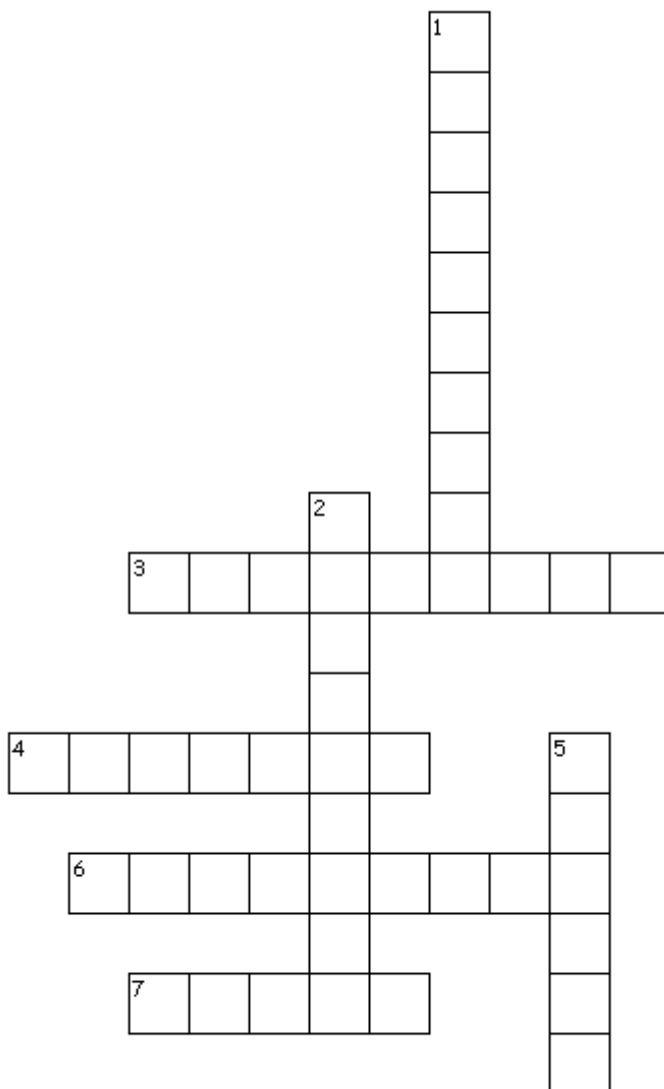
- **Quick Reference Guide** – this contains the key points of the information in the course. It can be used for a quick face to face up date (toolbox talk), placed in a folder, noticeboard or in a staff area.
- **Course Information Sheet** – this is an informational sheet that directs learners to further resources, information, definitions and who the Subject Matter Expert is. This is useful to have prior to viewing the course.
- **Certificate** – a certificate is issued for each course to be completed by the Coordinator. Hours of active learning can be recorded on the certificate for learners who are required to maintain a record of continuing professional development.
- **Poster** – a poster is available for each course.

Training Game

Crossword Puzzle

This puzzle can be used in a group setting or individually. Staff can guess the answers from the information presented in the video, or if they're a bit stuck, use the Course Information Sheet. You can further expand this exercise by discussing the words in the puzzle, particularly the ones related to force and how they impact on the potential for injuries.

WHS: Preventing Musculoskeletal Injuries at Work



Across

- 3. these prevent the bones from moving too far in one direction
- 4. the type of force that occurs when lifting or pulling
- 6. the type of force also known as static load
- 7. there are 206 of these in the body

Down

- 1. movements that are performed twice in a minute
- 2. the tissue that cushions the bones in a joint
- 5. is the type of force when jerky or unexpected movements occur

Answers

1. Repetitive
2. Cartridge
3. Ligaments
4. Dynamic
5. Sudden
6. Sustained
7. Bones

Case Scenario

A large order has just been delivered to the loading dock. It is comprised of a variety of boxes of different shapes and sizes and you're not sure how heavy they are. Using TILEO how would you assess and address the situation?

Possible Answer

Assessment (TILEO)	What would I do?
Task	<p>I need to move and unpack the boxes to the shelves in the store room.</p> <p>The hazards are:</p> <ul style="list-style-type: none"> (1) I don't know how heavy the boxes (2) Some of the boxes are quite large and could be difficult to move and carry (3) I would need to apply sustained force to carry the boxes. (4) The boxes are stacked, so some are quite low to the ground <p>I'm going to ask another person to help me to lift the boxes and I'm going to get a trolley, so I don't have to carry them to the store room. I'm also going to open the top of each box to see the contents, which will help me understand if the boxes will be heavy.</p>
Individual	<p>I have been trained how to lift boxes i.e. have my legs apart at shoulder width, bend my knees, keep my back straight and carry the load close to me.</p> <p>I am able to complete the lift, but the boxes are large and therefore difficult to grip, so as a precaution I'm going to ask someone else with the same training and ability to help me.</p>
Load	<p>As the boxes are large, I'm going to ask another person to help me to move them.</p>

	We will open each box to determine the contents, as this will help us to gain an understanding of the potential weight. If we decide the boxes are too heavy to move ourselves, we can unpack them or use a trolley that doesn't require the box to be lifted on to it.
Environment	We're on the loading dock, so there is sufficient area to manoeuvre and there is adequate lighting. However it is predicted to be hot today, so we are going to move the boxes as soon as possible before the temperature rises.
Other Factors	We don't need any PPE as the boxes aren't marked with any chemical or biological hazard signs. However, the store room is quite small, so I'm going to pick a trolley that will fit in there.

Essential Assessment Answers

Part A

Please tick the correct TRUE or FALSE ANSWER.

1. The cartilage acts as a cushion between the bones.
True False
 2. The spine is not designed to protect your spinal cord.
True False
 3. Repetitive movement can cause injury because the tissues cannot fully rest and recover in between a motion.
True False
 4. According to the video, the most effective method of risk control is eliminating the risk completely.
True False
 5. Safe manual handling techniques only apply to what we handle in the workplace.
True False
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Part B

Select the **MOST CORRECT** answer from the options below each question.

1. According to the video, what are the two body systems that are essential for movement?
 - A. The renal system and the nervous system
 - B. The nervous system and the digestive system
 - C. The nervous system and the musculoskeletal system
 - D. The lymphatic system and the nervous system

2. Our intervertebral discs can:
 - A. allow for a small amount of movement
 - B. stabilise the natural curvature position of the spine
 - C. provide shock absorption
 - D. all of the other answers

3. In the aged care sector, Musculoskeletal Disorders commonly affect the:
 - A. back, shoulders and knees
 - B. knees, ankles and toes
 - C. shoulders, elbows and wrists
 - D. back, ribs and pelvis

4. An example of sustained force could include:
 - A. typing on the computer
 - B. holding a resident's leg for a dressing
 - C. shaking hands with someone
 - D. tripping over

5. The T in TILEO stands for:
 - A. Tool
 - B. Task
 - C. Time
 - D. Take

Part C

Select the **MOST CORRECT** word or phrase to complete the sentence.

1. The five vertebrae in your lumbar spine or lower back are the
 - A. smallest
 - B. largest
 - C. weakest

2.force is when you apply muscular force over a sustained period of time, usually more than 30 seconds.
 - A. Repetitive
 - B. Dynamic
 - C. Sustained

3. Nerve compression occurs when there isof pressure on the nerves.
 - A. a decrease
 - B. an increase
 - C. a lack

4. Gentle exercise isway to keep the musculoskeletal system performing at its best.
 - A. a good
 - B. an ineffective
 - C. a poor

5. Always plan a liftperforming the task.
 - A. before
 - B. after
 - C. while

DISCLAIMER:

Except where otherwise stated, scenarios depicted in this course are fictional and any resemblance to any person or event is purely coincidental. The information in this course has been prepared as general information only. It is not intended to provide legal, industrial or other specialist advice and should not be relied upon as such. All advice and information are professionally sourced and provided in good faith and, while all care has been taken, no legal liability or responsibility is accepted for any possible error. For direction concerning your particular circumstances, independent advice should be sought. Copyright 2018. The contents of these Learning Resources remain the property of Altura Learning. They are for the exclusive use of current members of Altura Learning; their use, distribution, and storage are subject to the terms and conditions laid out in Membership Agreements. Altura Learning and Engage. Inform. Inspire are registered trademarks of Altura Learning.